R E P O R T R E S U M E S

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THE COLORADO PROGRAM FOR THE EDUCATION OF MIGRANT CHILDREN, A GUIDE TO ADMINISTRATIVE PROCEDURES FOR PARTICIPATING SCHOOL DISTRICTS.

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DESCRIPTORS- *MIGRANT EDUCATION, *MIGRANT CHILDREN, *EDUCATIONAL LEGISLATION, EDUCATIONAL EQUALITY, EDUCATIONALLY DISADVANTAGED, *EDUCATIONAL OPPORTUNITIES, MIGRANTS, AGRICULTURAL LABORERS, DENVER, COLORADO, COLORADO PROGRAM, MIGRANT CHILDREN EDUCATIONAL ACT

THE GENERAL PURPOSE OF THE COLORADO MIGRANT CHILDREN EDUCATIONAL ACT OF 1961 IS TO PROVIDE EDUCATIONAL OPPORTUNITIES FOR THE CHILDREN OF MIGRATORY AGRICULTURAL WORKERS WHO ARE RESIDENTS OF THE UNITED STATES BUT NOT PERMANENTLY DOMICILED IN THE SCHOOL DISTRICT. ITS INTENT IS TO PROVIDE SCHOOL EXPERIENCES AND FACILITIES WHICH WILL BE APPROPRIATE TO THE NEEDS AND ABILITIES OF THESE CHILDREN, AND EQUIVALENT TO THOSE PROVIDED FOR PERMANENT RESIDENTS. IMPLICIT IN THE PROGRAM IS THE NEED FOR ALL CITIZENS TO RECOGNIZE THEIR RESPONSIBILITY FOR THE FULLEST DEVELOPMENT OF EACH CHILD'S POTENTIAL. AS MIGRATORY FAMILIES MOVE FROM ONE WORK LOCATION TO ANOTHER IT IS CONSIDERED THE DUTY OF THE PUBLIC SCHOOL SYSTEMS OF COLORADO TO PROVIDE EDUCATIONAL OPPORTUNITIES FOR THE CHILDREN, TO WELCOME THEM INTO THE SCHOOLS WHEREVER THEY ARE TEMPORARILY LOCATED, AND IN EVERY WAY TO ENCOURAGE ENROLLMENT AND REGULAR ATTENDANCE DURING WHATEVER PERIOD A CHILD IS IN THE SCHOOL DISTRICT. INDEED, THE ACT REQUIRES SCHOOL AUTHORITIES TO ENFORCE ATTENDANCE OF MIGRANT CHILDREN DURING REGULAR TERMS IN THE SAME MANNER AS IS DONE WITH ALL OTHER STUDENTS. (GC)

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Supplment to
No. 307

THE COLORADO PROGRAM FOR THE EDUCATION OF MIGRANT CHILDREN

COLORADO
STATE DEPARTMENT OF EDUCATION
Byron W. Hansford, Commissioner of Education

Denver
1961

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THE COLORADO PROGRAM

FOR THE

EDUCATION OF MIGRANT CHILDREN

A GUIDE TO ADMINISTRATIVE PROCEDURES

FOR

PARTICIPATING SCHOOL DISTRICTS

U. S. DEPARTMENT OF HEALTH, EDUCATION AND WELFARE
Office of Education
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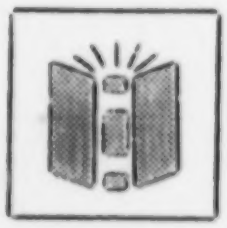
Approved by

Colorado State Board of Education

June 14, 1961

OFFICE OF INSTRUCTIONAL SERVICES
Leo P. Black, Assistant Commissioner

Clifford F. S. Bebell, Director
Division of Elementary and Secondary Education



Denver

1961

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FOREWORD

Colorado has been one of the pioneering states in the creation of more adequate educational opportunities for the children of migratory agricultural workers. Consequently, it is indeed gratifying to all concerned with these boys and girls that the 43rd General Assembly has made special provision for their education.

Migratory agricultural workers perform a great service to the economy of this state. Indeed without them there is no way of preparing and harvesting many of our farm crops. However, the nature of their work requires much movement from locality to locality, and their families spend much time living away from their permanent homes. The children often lack adequate educational experiences because of this mobility, and their frequent entry into unfamiliar surroundings.

The Colorado Legislature and Governor approved the Migrant Children Educational Act in 1961 with the intent to broaden the public education system of the State to include all migrant children without regard to their place of origin. The State Board of Education has authorized and approved the program and procedures drafted herein, designed to implement the new law, convinced that thereby many children will secure a more adequate school experience than has previously been possible for them.

Byron W. Hansford
Commissioner of Education

INTRODUCTION

The Migrant Children Educational Act which was passed by the Colorado General Assembly in 1961 makes available state funds to assist local school districts in providing educational opportunities for the children of migratory agricultural workers. Basically, the law authorizes the State Board of Education to share the costs specially incurred by school districts in providing for migrant children during the regular school year, and to reimburse all the costs of any special summer term established for this purpose. For the first year of operation of this program the Legislature has appropriated $25,000 for the support of regular year activities and $58,000 for special terms.

The general purpose of the Act is to provide educational opportunities for the children of migratory agricultural workers who are residents of the United States. Its intent is to provide school experiences and facilities which will be appropriate to the needs and abilities of these children, and equivalent to those provided for permanent residents. Implicit in the program is the need for all citizens to recognize their responsibility for the fullest development of each child's potential. As migratory families move from one work location to another it is the duty of the public school systems of Colorado to provide educational opportunities for the children, to welcome them into the schools wherever they are temporarily located, and in every way to encourage enrollment and regular attendance during whatever period a child is in the school district. Indeed, the Act requires school authorities to enforce attendance of migrant children during regular terms in the same manner as is done with all other students.

The new Colorado law (H. B. 410, First Regular Session, 43rd General Assembly, Ch. 223, S. L. 1961)* is based upon findings of a three-year research study, as contained in the report, Providing Education for Migrant Children. The Colorado State Department of Education, with the assistance of the U. S. Office of Education, has been engaged since January, 1958 in a project intended to identify the educational needs of migratory children and the programs which should be developed for them. The present recommendations result both from this study and from the experiences in the operation of pilot summer terms over the past six years.

Purpose of the Bulletin

This manual is designed to explain the organization of the program for the education of migrant children as established by the State Board of Education. It is necessary for school district personnel to be informed adequately of the operational procedures, both as stated in the law and as defined in the supplemental rules and regulations of the Board. Contained herein are details of the program as it pertains both to the regular school year and to the special summer terms operated for migrant children. Information is provided about the forms and procedures to be used by those who participate.

General Provisions

The general intent of the program and its operation is to encourage local school districts to provide adequate school experiences for children who are in their communities only for brief periods of time. During the regular school year it is now required that such boys and girls be provided opportunities adapted to their needs and capabilities which are equivalent to those designed for permanent residents. In areas where there are summer concentrations of migrant families educational authorities are encouraged to operate special programs. All questions arising in connection with the program of education for migrant children will be resolved in the direction of providing the greatest good to the greatest number of such individuals.

* The full text of the law appears in Appendix A.

Qualifications of Professional Personnel

All professional staff members employed in the education of migrant children shall be certified according to the respective requirements for their positions. For information, write to the Division of Teacher Education and Certification, Colorado State Department of Education, State Office Building, Denver 2, Colorado.

Definitions

As defined in the Act, a migrant child means a child of school age who is in the custody of migrant agricultural workers, whether or not they are his parents. Migrant agricultural worker means any individual engaged in agricultural labor in this state who is residing in a school district which is not his regular domicile during the performance of such agricultural labor.

Children Who May Participate

The migrant child is eligible for enrollment in a non-home-base school district during the time his parent or custodian is engaged in farm labor in that locality, or at any time for a year thereafter. In other words, the accepted time limitation on the period of labor, as related to school attendance, is that the labor was performed within a twelve-months' period immediately preceding the application of the child for school enrollment. However, the privilege of the migrant child to enter public school at his home base location is in no way impaired or otherwise affected.

School Districts Eligible to Participate

Any public school district in Colorado which maintains a school or schools and which has migrant children entering its area, may apply to the State Department of Education to participate in the program and share in its financial benefits. All phases of the operation locally remain the responsibility of the individual school district. All Colorado school laws and statutory provisions shall be in effect, as well as all applicable rules, regulations, and procedures adopted by the State Board of Education.

Residence of Migrant Children Defined

For purposes of education, the residence of a migrant child as defined by the law shall be the school district where he is receiving shelter and the necessities of life, regardless of the state where he has permanent residence. The provisions of Section 123-10-22, C. R. S. 1953, permitting boards of education to exclude non-residents, no longer apply to migrant children. Such children are to be accepted in all public schools exactly as are the children of permanent residents, including those in need of any form of special education.

PROGRAM

FOR

THE REGULAR SCHOOL TERM

The requirements for school attendance by migrant children and the bases for state financial aid are not the same for periods of regular terms and for the special terms. Attendance regulations and state aid plans are explained in the following sections for the education of migrant children during the regular school year.

Attendance Required of Migrant Children in Regular Terms

Attendance at school is required of all migrant children of school age by the Migrant Children Educational Act when the schools of the district in which they reside are in regular session, in the same manner as attendance is required by the local educational authorities of all resident school-age children, unless excused in compliance with provisions of Section 123-20-1, C. R. S. 1953.

Steps to be Taken by a School District to Enter the Migrant Education Program

School district boards which have migrant children within their boundaries shall have the power and duty to enforce attendance of such children in schools in the district, and to provide educational facilities and opportunities equivalent to those provided for all other children. The school district may apply to the State Department of Education to undertake jointly the additional necessary costs in administering and maintaining the program. The procedures and regulations governing application and the operation of the program with State assistance are outlined below.

1. You should request forms* for the program which have been prepared by the State Department of Education and which may be obtained from your County Superintendent or from the stockroom, State Department of Education, State Office Building, Denver 2, Colorado, as follows:

	Code:
a. 5 copies Application to Participate	SDE-ME-7 (1961)
1 set Report of Disbursements	SDE-ME-8 (1961)
b. One each for anticipated number of migrant children:	
Migrant Child Status Record	SDE-ME-1 (1961)

2. Complete and send three (3) copies of

   Application to Participate by September 1, to Section on Education of Migratory Children, State Department of Education.

3. During the school term, provide for the maintenance of the following:

   a. Migrant child Status Record in pupil's personnel file. This form need not be used if all the information requested thereon can, and is, recorded on another cumulative record form. The information must be secured and recorded to maintain verification of the status of the child. The information shall be made available to the State Department of Education, upon request.

   b. Maintain records as provided in the Teacher's Register

* All forms mentioned in this paragraph appear in sample form in Appendix B.

c. Maintain record of "additional necessary costs" incurred by the school district in providing educational programs for the migrant children enrolled. For a list of items that may be considered additional necessary costs, see the form Report of Disbursements SDE-ME-8 (1961).

4. Before January 2 and/or June 1 of the school year, complete and send the original and two (2) copies of page 1 and one (1) copy of pages 2, 3, and 4 of Report of Disbursements, Regular Term SDE-ME-8 (1961) to Section on Education of Migratory Children, State Department of Education.

Regulations Related to the Regular Term Program

A. In making an application to participate in the migrant program for regular terms of school, the district board of education shall

1. Authorize the application and record the authorization in the minutes of the board.

2. Appoint a professional staff member and authorize the appointee to serve as the representative of the district in administrative functions between the district and the State Department of Education (this may be the superintendent or other employee of the district).

B. In preparing an Application to Participate, SDE-ME-7 (1961), the representative shall indicate thereon the best estimate possible of the number of migrant children who might enroll during each period when migrant workers are in the district. In most areas of the state, the migratory children are present during the first months of the fall term or late in the spring term. On the bottom of the form, indicate election of reimbursement from the state for either once each year or twice each year.

C. All migrant children present in the district at the opening of the fall school term must enroll at that time, regardless of the remaining amount of time the family anticipates staying in the area. If a family enters a district when regular school terms are in session, the migrant child shall be immediately enrolled, and shall be caused to attend regularly except for legally allowed reasons for absence. Immediate enrollment shall be required at all times, unless entry to the district is within the last three days of the last term of the school year.

D. The intent of the Act is that every school district that receives migrant children shall provide the best possible program of education, based upon the needs of the children. If the numbers of entering migrant children are so considerable that the established classes cannot accept them, separate classrooms, or even separate buildings may be utilized in providing for the full needs of the children.

E. Report of Disbursements, which is the request for reimbursement of additional necessary costs expended by the district and directly attributable to the education of migrant children, shall be submitted to the Section on Education of Migrant Children, State Department of Education, either once or twice annually as was initially elected on the Application to Participate. As periods of migrant concentration frequently occur at the beginning and end of the school year, it may be to the district's advantage to receive payments for the fall period on the report date of January 2, as well as that of June 1. As appropriation

extends only for the fiscal year ending June 30, all reimbursable items must be reported in the year of expenditure. If the spring term of a school district extends beyond June 1, the report may include sums which are based upon anticipated June expenditures.

Instruction for Preparing Report of Disbursements

These forms are in a set with four sheets of page 1, two sheets each of pages 2, 3, 4.

Page 1 - Original and two copies mailed; one copy retained by the district.

Page 2 - Original mailed; copy retained.

Page 3 - Original mailed; copy retained.

Page 4 - Original mailed; copy retained.

On page 1, both the district school board secretary and the authorized representative must sign the Report of Disbursement. This is a legal requirement.

On page 2, record from Teacher's Register the name of each migrant pupil, giving the permanent residence address and the attendance record of each. Add extra sheets if necessary.

Page 3 provides space for recording wage data for each extra employee added to the staff for the express purpose of serving the migrant pupils enrolled. The daily salary, which may be commensurate with the district's regular wage scale, the number of days worked, and total salary paid are recorded. No additional necessary wage cost is entailed when migrant pupils are assigned to regularly established classes.

All types of texts, materials, and aids purchased specially for the use of migrant enrollees may be listed. However, many districts may have sufficient quantities of textbooks satisfactory for migrant child use and will not have to obtain additional copies. If sufficient numbers of these items are not available, a purchase will be in order and is eligible for state financial aid. The basic rule is that any allowable expenditure must directly support the program for the migrant child, and represents an item which would not be purchased otherwise.

The cost of travel by staff personnel to locate, visit, or attend migrant children is reimbursable at the rate per mile of private auto travel that is standard for the district.

Under expenses for building and maintenance, a school district receiving migrant children in numbers which exceed the physical capacity of the district owned school plant may claim rental and maintenance costs for suitable classroom space.

Extra costs for school lunches are a reasonable expectancy whenever migrant children are enrolled. The policy should be followed of making every effort to secure nominal school lunch payments from migrant families. Every child should be served, however, regardless of receipt of payment.

Reimbursement for transportation can be claimed only for those miles of bus travel which are added to regular routes solely for the purpose of picking up migratory children. Subtract any amount received for the same mileage from the Public School Transportation Fund.

PROGRAM

FOR

SUMMER SPECIAL TERMS

Districts considering the possibility of operating a special term during a summer period should make contact with the Section on Education of Migratory Children of the State Department of Education as early as possible during the preceding school year. Every possible aid will be given in the preparatory planning and organization of the special term.

Special term programs differ in several respects from those provided during the regular school year. It is not mandatory for the school district either to provide a special term for migrant children nor to compel attendance in the program if it does. Further, the State Board of Education is authorized to reimburse the school district for all actual costs incurred in the operation of special terms, including allotments for classroom units and supervisory units based upon a formula stated in the law. In consequence, application and reimbursement forms and procedures for spcial terms are different from those for regular terms.

Even though actual costs of a summer term may be provided by the state, the support of special terms should be viewed as a joint responsibility by the school district and the state. Buildings, facilities, equipment, and any necessary administrative services above the position of principal are supplied by the district. State reimbursement is for actual daily operating costs which are within the entitlement provided by the formulas determining state aid limits. These formulas are designed to provide sufficient financial support to operate a sound educational program. The forms referred to in the succeeding paragraphs have been produced by the Section on Education of Migratory Children. Further information about procedures and requirements governing special terms can be obtained from this Section.

General Provisions

A school district in Colorado which maintains a school or schools, and which has migrant children within its boundaries in the summer period may apply to the State Department of Education to participate in the special summer term program. The Act gives the State Board of Education the responsibility for selecting locations of special terms, based upon criteria determined by the Board and the funds available. The school district assumes the responsibility for operating the special term program.

The definitions and residence interpretation given earlier apply to children eligible for attendance during special terms. The district board of education possesses the authority to determine whether such attendance shall be voluntary or compulsory. If it is made mandatory, the same provision shall apply as during the regular school year. (See foregoing section entitled Attendance Required of Migrant Children in Regular Terms.)

Agreement and Estimated Cost

Preparatory to applying for operation of a special term the school authorities shall complete the form, Agreement and Estimated Cost, in accordance to the instructions given in the descriptive bulletin, Migratory Pupil Formula for Special Term School (See Appendix C).

The CU (Classroom Unit) and SU (Supervisory Unit) formulas indicate the

maximum reimbursement entitlements which may be recovered by a district from state funds for operation of classroom and supervisory services and purchases. Reference to the form, Expenditure Report (Special Terms), will aid in understanding the uses to which these funds may be put. The formulas represent limitations for state reimbursement, however, and are not intended to be a budget for the special term operation. Each budget should be prepared locally in terms of local needs and conditions, and the formula entitlements should be considered as maximum sums for which reimbursement can be requested within each category.

The basic classroom unit for special terms is fifteen (15) pupils in average daily attendance. Pupil statistics for the special term held the preceding year shall be used unless the application is for the first special term in the locality. In such case the ADA figure shall be estimated from information obtained from a survey made preceding the time of application. Details for computing both the CU and SU formulas are found in the bulletin, Migratory Pupil Formula for Special Term School.

The net cost of the lunch program is eligible for reimbursement, the basic unit of the formula for determining entitlement being the food cost in the previous term program. For a first term in any location this amount may be determined by the State Department of Education from costs incurred at other special terms. The lunch formula is intended to keep the various expenses of the program in proportion. For example, the total cost of salaries for food service should consist of no more than 35% of the total expenses of the lunch program, while miscellaneous expenses should be held to 5% of the total. If the enrollment is small, however, the wage item may exceed the formula ratios. Each year the School Lunch Division of the State Department of Education will announce food cost adjustments that may be used in the formula to correct the figure resulting from food costs the preceding year.

The reimbursement for transportation is determined each year by estimating the number of miles to be traveled, based upon any necessary revision of bus routes from the preceding year. Total mileage will be multiplied by an amount to be allowed per mile on bus operation which will be announced annually by the State Department of Education. In addition to the allowance per mile, wages of drivers based upon local salary scales will be allowed. The transportation program requires that the school district supply the buses which are used.

Application for Reimbursement

At the close of each special term local school authorities shall make application for reimbursement to the State Department of Education, and submit a completed Expenditures Report form. This form shall show the amounts actually expended for salaries, wages, instructional supplies, necessary travel, and maintenance costs, the total of which shall not be greater than the combined CU and SU estimate. In addition, school lunch and transportation expenditures shall be listed on the Expenditures Report, and also shall be within their respective cost estimates.

Reports to be Submitted

The reports to be required from special term programs each year will be determined chiefly by the consensus of the supervisory personnel responsible for the programs, in consultation with the staff of the State Department of Education. Some pupil statistics will always be needed and should be summarized on the Special Term Principal's Report which should be submitted to the Department at the close of the term. The information needed for this report can be obtained from the Teacher's Registers.

Standards for Special Terms

Standards can be expressed only in broad generalizations because of variation in pupil populations and local conditions. Since the state-aid formulas should be sufficient to maintain programs of high standard it is assumed that the local district will employ well-qualified staff persons and select carefully the facilities, materials, and supplies to be used with migrant children. The State Department of Education will provide as much consultative assistance as possible in the planning or execution of a special term program to any district requesting it. It is hoped that through the efforts of all, experiences can be provided which will be appropriate to the children involved and will result in above-average achievement.

APPENDIX A

AN ACT

HOUSE BILL NO. 410
(Ch. 223 S. L. '61)

RELATING TO THE EDUCATION OF MIGRANT CHILDREN

Be It Enacted by the General Assembly of the State of Colorado:

SECTION 1. Title. This act shall be known as the Migrant Children Educational Act.

SECTION 2. Definitions. (1) As used in this act, unless the context requires otherwise:

(a) "Board means the state board of education.

(b) "Migrant child" means a child of school age who is in the custody of migrant agricultural workers, whether or not they are his parents.

(c) "Migrant agricultural worker" means an individual engaged in agricultural labor in this state who is residing in a school district which is not his regular domicile during the performance of such agricultural labor.

SECTION 3. General purpose. In order to facilitate the education of migrant children who are unable to receive continuous education during the regular school term, and in order to develop fully the capacities and potentialities of migrant children for the benefit of themselves and society, a program for the education of migrant children is hereby established.

SECTION 4. Administration. (1) The board is hereby empowered to employ necessary personnel, to pay necessary travel expenses, and to purchase supplies and equipment as may be needed to carry out the administration of the provisions of this act. The board is further empowered to make such rules and regulations as may be necessary for the proper and efficient administration of the program for the education of migrant children as provided in this act.

(2) Any school district of the state which maintains a school or schools in the district, and wherein there are migrant children as defined herein, may make application to the board to participate in the program established by this act.

School districts participating in said program shall administer these programs in their respective districts in accord with applicable rules and regulations. Established standards shall be applicable equally in every school district.

SECTION 5. Regular school session requirements. (1) The following standards shall apply during the regular terms of school:

(a) The residence of a migrant child, for purposes of education, shall be the school district where the migrant child is receiving shelter and the necessities of life and the provisions of section 123-10-22, CRS 1953, shall not apply to this section.

(b) Migrant children shall attend school while residing in any school district in the state of Colorado when the regular terms of schools are in session, unless excused in compliance with provisions of section 123-20-1, CRS 1953.

(c) The school district board of education shall have power and the duty to enforce the attendance of migrant children in schools in the school district where the child resides.

(d) The payment of additional, necessary costs in administering and maintaining the program authorized by this act shall be undertaken jointly by the state and the participating school district. The per capita additional cost of educating a migrant child in each school district participating in the program established by this act may include the following expenses, under rules and regulations prescribed by the board:

(i) Salaries of personnel assistants to teachers, clerical, health, and custodial employees; and specialized instructional services as needed.

(ii) Necessary additional textbooks, educational supplies and equipment.

(iii) School lunch operation.

(iv) School bus transportation.

(v) Provision of an operation of physical plant, including rent, heat, light, water, repairs, adjustments, and maintenance, if regular school facilities are not used.

(vi) Provision of and operation of the school plant, when owned by the school district, shall be a contribution of the district.

(2) Upon submission and approval by the state board of itemized statements from the local school boards of the participating school districts for additional expenses incurred by them in conducting said programs, such districts shall be reimbursed for additional expenses listed in subsections (1) (d) (i) through (v), of this section. Application by participating school districts for reimbursement shall be made on forms prescribed by the board, at such time or times during the year as determined by the board.

SECTION 6. Summer schools. (1) The program established under this section of this act shall be under the general supervision of the state board of education. An educational program for migrant children may be operated within the period from the termination of the regular school term in the spring until the regular school term convenes in the fall.

(2) Any school district of the state which maintains a school or schools in the district and wherein there are migrant children in the summer period, may make application to the board to participate in the program established by this section. From such applications the board shall select school districts to operate special terms for migrant children according to funds available, the number of migrant children in the school districts, and other criteria determined by the board.

(3) Residence requirements shall be the same as those set forth in section 5 of this act.

(4) The school district board of education shall have the authority to determine whether attendance at summer special terms shall be voluntary or compulsory. If attendance is compulsory, migratory children as herein defined shall attend unless excused in compliance with section 123-20-1, CRS 1953.

(5) School districts participating in the program established by this section shall be reimbursed from state funds for actual costs incurred in the operation of

special terms, including allotments for classroom units and supervisory units based upon the formulas stated in the following paragraphs. The participating school district shall also receive reimbursement for the net cost of its school lunch operation, under rules and regulations of the board; and reimbursement for school bus operation at rates fixed by the board. The school district shall report all such costs on forms prescribed by the board, according to rules and regulations of the board.

Classroom Unit (CU) Formula. A classroom unit (CU) shall consist of fifteen children in average daily attendance. The number of classroom units and fractions thereof shall be multiplied by the number of school days in the term plus one day in order to determine the number of daily classroom units allowable. The number of daily classroom units shall be multiplied by the cash value of state aid for a daily classroom unit in order to determine the total amount of classroom unit state aid. The value of the daily classroom unit state aid shall be determined annually by the state board of education.

Supervisory Unit (SU) Formula. The number of supervisory units in a school of one to ten or more teachers shall be 1.00 plus .05 for each classroom unit allowable through ten, to a maximum of 1.50 for ten teachers, plus .02 for each teacher beyond ten teachers. The number of supervisory units shall be multiplied by the number of days in the term plus two days in order to determine the number of daily supervisory units allowable. The number of daily supervisory units shall be multiplied by the cash value of state aid for a daily classroom unit in order to determine the total amount of supervisory unit state aid.

SECTION 7. Appropriation. There is hereby appropriated to the board, for the year beginning July 1, 1961, out of the contingency reserve of the state public school fund created by 126-26-13 (2), Colorado Revised Statutes 1953 (Supp.), the sum of ninety-nine thousand dollars ($99,000.00) for the purpose of carrying out the provisions of this act. This amount shall be apportioned: Special terms, fifty-eight thousand dollars ($58,000.00); regular term state aid, twenty-five

thousand dollars ($25,000.00); state department of education, sixteen thousand dollars ($16,000.00).

SECTION 8. Constitutionality clause. If any provision of this act, or the application thereof to any person or circumstances, is held invalid, such invalidity shall not affect other provisions or applications of the act which can be given effect without the invalid provision or application, and to this and the provisions of this act are declared severable.

SECTION 9. Safety clause. The general assembly hereby finds, determines, and declares that this act is necessary for the immediate preservation of the public peace, health, and safety.

Approved by the Governor April 24, 1961.

APPENDIX B

State of Colorado
Department of Education
Section on Education of Migratory Children
State Office Building
Denver 2, Colorado

SDE-ME-7 (1961)
Regular Term

School District _____
(County) (No.)

Address _____

City or Town _____

Telephone No. _____

Application to Participate
Under Provisions of "The Migrant Children's Educational Act",
(House Bill No. 410, 1st Regular Session 43rd General Assembly)
(Chap. 223, S. L. 1961)

Instructions: Prepare in quadruplicate; original and two copies to State Department of Education; one copy retained by School District.

THE SCHOOL DISTRICT HEREON DESIGNATED hereby states intention to apply for reimbursement of additional costs to be incurred in receiving and providing educational facilities to children defined as "migrant children" under provisions of "The Migrant Children Educational Act" H. B. 410, Chap. 223, S. L. 1961, for the school year 19_____ - 19_____.

1. The District Board of Education has duly authorized this statement of intention as recorded in minutes of the Board meeting of _____ 19_____.
2. The School District agrees to operate by the rules and regulations of the Act and of the Department of Education as authorized in the Act.

For definition of "Migrant Child" and "Migrant agricultural worker" see The Migrant Children's Educational Act, House Bill No. 410, Ch. 223, S. L. 1961.

_____
(Legal name of governing authority of school district)

By _____
(Signature of authorized representative)

Date:

_____ _____
(Title)

Estimate of migrant pupil enrollment for year shown above:

Period				No. Pupils
_____ 19___	To	_____	196___	_____
_____ 19___	To	_____	196___	_____
_____ 19___	To	_____	196___	_____
_____ 19___	To	_____	196___	_____

This District will submit Reports of Disbursements: Annually _____ semi-annually ____

State of Colorado
Department of Education
Section on Education of Migratory Children
State Office Building
Denver 2, Colorado

SDE-ME-8 (1961)
Regular Term

School District _____
(County) (No.)

Address _____

City or Town _____

REPORT OF DISBURSEMENTS
Regular School Terms
Under Provisions of
"The Migrant Children's Education Act", 1961

Instructions: Original and two copies of page 1, and 1 copy each of pages 2, 3, and 4 to State Department of Education, one copy of each sheet retained by School District.
Due dates: January 2 and/or June 1

Request is made for reimbursement of additional, necessary costs expended by this School District in providing educational facilities to migrant children. According to my best knowledge and belief this is a true accounting of extra expenditures. The above named district certifies that no prior claim has been submitted for the items under this claim and that records to substantiate the purchases and payments represented by this claim are available for audit. The claim has been authorized or approved by the District Board of Education and the individuals submitting this claim have been so authorized by said District Board of Education.

Date: _____ 19____

_____
(Legal name of governing authority of school district)

By _____
(Secretary of District School Board)

By _____
(Signature of authorized representative)

_____
(Representative's Title)

Period of Claim _____19__ to _____19____

Last Report of Disbursements submitted was for period _____19__ to _____19____

Summary of amounts from pages 3 and 4:

Personnel $_____	a.	Instructional Supplies $_____	b.
Travel _____	c.	Building & Maintenance _____	d.
a + b + c + d	$_____	X.	
School Lunch	_____	Y.	
Transportation	_____	Z.	
TOTAL(X+ Y+Z)	$_____		

(For Use of the State Department of Education)

Date submitted to Div. of Departmental Management _____19____
Date approved by State Board of Education _____19____

Approved for payment:

_____

_____
(Title)

Date of Report _____ 19___ District No. _____ _____

1. Migrant children for whom additional, necessary costs are claimed:

Name of Pupil	Permanent residence (Home Base) Town	Co.	State	Date Enrolled	Date Withdrew	No. Days Att.

(Attach separate sheets as needed)

For definitions of "migrant child" and "migrant agricultural worker" see The Migrant Children's Educational Act, House Bill No. 410, Ch. 223, S. L. 1961.

District No. _____ _____

2. Itemized additional, necessary costs.

PERSONNEL

Position	Name	Daily Salary*	No. Days	Amount Paid
0211-Principal	_____	_____	_____	_____
0215-Clerk	_____	_____	_____	_____
0410-Nurse	_____	_____	_____	_____
0610-Janitor	_____	_____	_____	_____
0213-Teacher	_____	_____	_____	_____
0213-Teacher	_____	_____	_____	_____
0213-Teacher	_____	_____	_____	_____
0213-Teacher	_____	_____	_____	_____
0213-Teacher	_____	_____	_____	_____
0213-Teacher	_____	_____	_____	_____

Total - Personnel $ _____ a.

INSTRUCTIONAL SUPPLIES

0220-Textbooks---------- $_____
0240-Workbooks---------- _____
0240-Classroom---------- _____
0240-Crafts and Arts---------- _____
0230-Audio Visual---------- _____
0240-Health---------- _____
0250-Other---------- _____

Total - Instructional Supplies $ _____ b.

TRAVEL BY STAFF PERSONNEL

0250-Supervisory---------- $_____
0420-Nurse---------- _____

Total - Travel $ _____ c.

BUILDING and MAINTENANCE

0820-Insurance---------- $_____
0650-Janitorial Supplies------ _____
0640-Utilities---------- _____
0700-Repairs and adjustments-- _____
0830-Rent---------- _____
0740-Other---------- _____

Total - Building and Maintenance $ _____ d.

*Include benefits

TOTAL (a +b +c +d) $_____ X.

District No. _____ _____

SCHOOL LUNCH

1721-Extra school lunch staff salaries $_____
1722-Extra food and milk, net-------- _____

Total - Expenditures $_____e.

1712.1-Receipts from migrant pupils----------$_____f.
1712.1- Total net additional cost (e. minus f.) _____Y.

Total no. meals _____ Percent free meals ___
Total no. free meals _____ Percent paid meals ___
Total no. paid meals _____

TRANSPORTATION

0560-No. extra miles bus travel _____
Multiply by d.o.c.p.m.* _____¢
Cost of extra transportation ----------
Subtract reimbursement from public school transportation fund account the same mileage _____

equals total extra transportation cost _____Z.

*district operating cost per mile to hundredths cent.

TOTAL ADDITIONAL NECESSARY COST (X + Y + Z) _____

For Use of State Department of Education

Date Received:_____
Date to State Board:_____
Recommendation:_____
State Board Action:_____
Date to Div. of Dept. Man.:_____
Date District notified:_____
Date of payment:_____
Remarks:_____

ME5/16/61

State of Colorado
Department of Education
State Office Building
Denver 2, Colorado

SIE-ME-1
Education of Migratory Children
Regular School Terms

Migrant Child
STATUS RECORD

School Dist. _____
School Year 19___ - 19___

Name _____ Birthday _____
Mo. - Day - Year

Current Address _____ _____
Street-Camp-Farm-RFD Town

Permanent or
home-base address _____
Street, RFD Town County State

Last school attended _____
Name Address Town State

Last grade in school ____ Dates attended _____ to _____ Promoted to grade ___

Occupation of parents or guardians during past calendar year:

Father Type of work Town, County, State
_____
_____
_____

Mother _____
_____
_____

APPENDIX C

MIGRATORY PUPIL FORMULA FOR SPECIAL TERM SCHOOL

DEFINITIONS OF TERMS USED IN THE FORMULAS:

1. Special Term for Migratory Children

A school district that has an agriculturally related seasonal force of domestic agricultural migrant workers, some of whom have been accompanied by family members, may operate a special school term to accommodate the educational needs of these people.

A Special Term school may enroll children from areas beyond its own boundaries as agreed upon by the Special Term school district and other school districts.

Such a term shall be referred to as a "Special Term."

2. Teachers Register

Refers to the *Teachers Register* especially designed for use in Special Terms. It provides for recording statistics and data on enrollment, attendance, and related items. Each public school teacher in Colorado is required to maintain a register.

3. Average Daily Attendance (or) ADA

A measure obtained by dividing the aggregate days of attendance by the actual number of days school has been in session.

ADA is used in Special Terms in determining allotment of Classroom Units.

4. Average Term Percent of Attendance

The average daily attendance for the entire term, divided by the average daily membership for the same period.

5. The "Term Classroom-Unit" (or) "Term CU"

An index of need, representing a number of pupils in average daily attendance, that reflects certain costs in maintaining a typical teacher and a typical class of pupils in school.

The state aid value of a CU will be computed to include amounts toward teacher's salaries, instructional materials, equipment, nurse, clerical help, utilities, maintenance and custodial help.

One (1) CU shall be allowed for each fifteen (15) children in average daily attendance during the previous Special Term. Fractional parts of CU's shall be allowed and computed on the basis of one-fifteenth (1/15) CU for each one (1) ADA units

6. "Daily Classroom Unit"—"Daily CU"

Special Terms will operate during variable length periods. The best unit, therefore, to use in computing state aid for term CU's is the single day.

The value of a daily CU times number of days in operation will produce the value of state aid for a term CU.

7. "Supervisory Unit"—"SU"

A Supervisory Unit is intended to provide basis of measurement for personnel and funds for supervisory services in Special Terms.

8 "Marked Increase"

The term used to describe a situation wherein there is an increase in the numbers of school population over a comparable period of a previous term. CU's are based upon the school population statistics of the previous term. If there is an additional influx of children which exceeds seven percent during a current term, the number above the previous term's measurement is referred to as the "marked increase" in membership, ALA, or whatever measurement is used.

FORMULAS FOR DETERMINING GRANTS FROM STATE PUBLIC SCHOOL FUNDS FOR USE IN THE MIGRANT PROGRAM

1. Determining Value of the CU, SU, Lunch, and Transportation Formulas

In the preparation of the current Special Term budget, first determine the number of CU's allowable for the current year. Do this by dividing ADA of the immediately *previous* Special Term by 15. (ADA figures will be found in the previous year's annual report.)

Example: If the ADA was 92 last term, divide 92 by 15 to get 6 2/15ths.

A Special Term experiencing fluctuation in ADA may employ staff members on a daily basis. If attendance is low in the first two weeks of a six-weeks term, the district may choose to leave teaching positions vacant and add teachers for the peak attendance periods

2. Classroom Unit (CU) Formula

The state aid allotment for CU's is computed by using the following formula:

No. CU's allowable

(times) No. days in current term plus one (1) day (equals) No. Daily CU's allowable.

(times) Daily CU state aid value (announced by State Board of Education) (equals) Total CU state aid.

Migratory Pupils Formula for Special Term School (Cont.)

1. Supervisory Unit (SU) Formula

Number of CU's used in formula below derived from previous term ADA as previously described.

Value Formula:

1.00
(plus) .05 for each CU allowable
1.05—(to 1.50 maximum for ten teachers; add .02 for each teacher above 10.)
(multiply by) Daily CU state aid
equals Value daily SU
(multiply by) No. days in term plus two (2) days
equals Value of Term SU

(1) *Example*:
Special Term has three (3) CU allowed, operates for 30 days—
(a) 1.00 + .15 (.05 for each CU) equals 1.15
(b) Multiply by daily CU state aid allowed in current year.
(If daily CU value is $25, then 1.15x$25 equals $28.75)
(c) Multiply daily SU value by number of days in term plus two (2) days to secure term SU value, e.g.: $28.75
32 Days
$920.00

Lunch Formula

All adults unrelated to school duty shall pay a minimum charge equal to or higher than the actual cost per meal.

School duty personnel shall be charged according to the custom in each district.

Collections from children shall be encouraged with charges as recommended by the State School Lunch Program Office.

Each school shall make full use of the surplus foods and entire federal program.

Reimbursement from state funds shall be based on the following proportioning of costs:

Total cost of food purchased equals minimum of.....60%
Total cost of salaries equals maximum of.....35%
Total cost of incidental expenses equals maximum 5%
Total cost of lunch room operation.....100%

Explanations

In the preparation of the Special Term budget, use the previous year's "food cost" figure as a base. Adjust this figure by estimated:

(a) Increase in food costs for the current year, or
(b) Decreases in food costs for current year
(c) Anticipated increase or decrease of food cost for number of meals to be served.

For smaller schools (150 or fewer enrollment) the percentage of cost for salaries of school lunch personnel must be higher than 35%.

Formula for Cost of Salaries for Food Service

The base "anticipated cost of food" to be served shall be considered at not less than 60 percent of the total cost of operating the lunch program.

Equation for finding labor cost:

$\frac{\text{(Cost of food)}}{60}$ times $\frac{\text{Salaries for food service}}{35}$ equals maximum that may be used for salaries.

Equation for finding "incidentals" cost

$\frac{\text{(Cost of food)}}{60} \times \frac{\text{Incidentals—(X)}}{5}$ equals maximum that may be used for incidentals.

The annual remaining costs of the lunch program may be written into Special Term budget. "Remaining" means the cost in excess of all federal subsidies, including maximum use of supplied commodities.

The formula, therefore, is one of proportions. The salaries cost may not be more than 35 percent of the total expenses for operating the lunch program; the incidental costs may not be more than 5 per cent of the total cost.

Pupil Transportation Formula

A mileage record shall be maintained for each bus used in transporting pupils during the Special Term. State reimbursement for operation maintenance shall be at a rate per mile as announced by the State Board of Education each year.

The actual cost of drivers' salaries will be reimbursed in addition to the mileage operating allowance.

MARKED INCREASE FORMULA

Computation of CU's to allow for Marked Attendance Increase over Previous Term During a Current Term.

A. Marked Increase Formula

Special Terms that experience marked increase in attendance during the *current terms* above the previous term attendance may be alloted additional CU's (and other units) based upon the *current term* ADA when ADA equals the ADA of the similar period of the previous term plus seven (7) percent or more.

Migratory Pupils Formula for Special Term School (Cont.)

Formula

Increase in ADA above like period of previous term*
(divided by) 15
(equals) Number of daily CU's allowable.
(times) Number of remaining days in term
(equals) Number of daily CU's allowable.
(times) Daily CU state aid value.
(equals) Marked increase CU's state aid value.

***Marked increase in ADA must be at least 7 percent greater than ADA of like period in previous term. The 7 percent increase is *included* in the computation.**

B. Apply for Marked Increase CU's by one of Two Methods.

(1) Method #1

Request for *Marked Increase* CU's may be made on the original *Agreement and Estimated Cost*, for the current year. Reasonable expectation of increased attendance must exist to warrant inclusion of *Marked Increase* CU allotments in the initial budget request.

Marked Increase CU's allowed may be used only to the extent the formula is fulfilled during the term

(2) Method #2

If an unforeseen increase in attendance occurs during a term and the Marked Increase Formula requirements are fulfilled, a supplementary budget request may be submitted through the state department of education.

AGREEMENT AND ESTIMATED COST

SPECIAL TERM SCHOOLS

Date_____ School District No._____ _____ County

Name of building to be used_____ Location_____

AGREEMENT: In consideration of reimbursement of funds expended according to the amounts below, which are part of this Agreement, between the above named School District and the State Department of Education the said School District agrees to operate a Special Term designed primarily to accommodate children of seasonal labor families for the period specified. Said District further agrees to co-operate with the Department in the development and research program for these schools.

As part of this agreement the local school district accepts the responsibility of contributing the use of appropriate buildings, facilities, materials, equipment—including buses, and items needed for fulfilling an adequate program under this contract. The local district will supply, without cost to the State, the administrative and supervisory services needed in fulfilling said adequate program. This includes all services above that of Principal of the Special Term.

Anticipated membership:_____

Anticipated days of operation (check): Circle grades to be taught: K 1 2 3 4 5 6 7 8

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
_____																															
_____																															
_____																															

Anticipated total number of days in operation:_____

We hereby certify that the Special Term Program has been approved by the District School Board. We understand that our claim for reimbursement of cost is to be based upon actual expenditures and as set forth in regulations of the Department.

Date:_____ Attest:_____
Secretary

Received_____

Copy to — Finance_____ Administration_____ Lunch Program_____ Migrant Education_____

Recommend approval:

Date:_____

Approved:

Date:_____

State Department of Education

by_____

State Board of Education

by_____

Agreement and Estimated Cost (Cont.)

CU's: ADA_____ ÷ 15 = _____ CU's allowable

No. of days in term + 1 (×)_____

No. of Daily CU's allowed (=)_____

Daily CU State Aid Value (×)_____

Total CU State Aid (=) _____A

SU's 1.00 Base Figure

(+) _____ .05 for each CU thru 10

(+) _____ .02 for each CU above 10.

(=)

(×)_____ Value Daily CU

(=) Daily SU Value

(×)_____No. Days in Term + 2 days.

(=) Value of Term SU _____B

LUNCH

Food cost previous year (+)_____

(+) or (—) food cost adjustment (—)_____

(+) or (—) food cost of additional no. meals to be served (+) (—)_____

FOOD COST _____

$$\frac{\text{(Cost of food)}}{60} \times \frac{\text{(Salaries for food service)}}{35} = \text{(LABOR)}$$

$$\frac{\text{(Cost of food)}}{60} \times \frac{\text{(Incidentals)}}{5} = \text{(INCIDENTALS)}$$

1722—FOOD _____

1721—LABOR (+)_____

1725—INCIDENTALS (+)_____

1700—GROSS COST (=)_____

1712—1—ANTICIPATED RECEIPTS (—)_____

NET COST (=) _____C

Agreement and Estimated Cost (Cont.)

TRANSPORTATION

Anticipated number of miles bus travel		_____	
Amount state aid per mile	(×)	_____¢	
Operating Maintenance State Aid	(=) $	_____	
Bus drivers' salaries	(+) $	_____	
0034—TRANSPORTATION TOTAL			$_____D

MARKED INCREASE (Use only when needed)

ADA of previous term period		_____	
7% increase =		(_____)	
Increase in ADA		_____ ÷ 15	
Marked increase daily CU's allowed	(=)	_____	
Number of remaining days	(×)	_____	
Number of daily CU's	(=)	_____	
Amount daily CU State Aid	(×)	_____	
Marked increase value	(=)	_____	_____E
GRAND TOTAL (A+B+C+D+E)			_____

EXPENDITURES REPORT
SPECIAL TERMS

School District No._____ _____ County

Special Term operated at _____ Building

Total No. Days Operated _____ Dates of Term _____ to _____ 19____

CU and SU budget total (_____) Did term experience marked increase in enrollment?

Marked Increase CU budget total (_____) Yes No

SUPERVISION AND INSTRUCTION:

Position	Name	Daily Salary	No. Days	Amount Paid
0211—Principal				
0215—Clerk				
0410—Nurse				
0610—Janitor				
0213—Teacher				
0213—Teacher				
0213—Teacher				
0213—Teacher				
0213—Teacher				
0213—Teacher				
0213—Teacher				
0213—Teacher				
0213—Teacher				

a. Total Supervision and Instruction _____

INSTRUCTIONAL SUPPLIES:

0220—Textbooks . . . . . _____
0240—Workbooks . . . . . _____
0240—Classroom . . . . . _____
0240—Crafts and Arts . . . . . _____
0230—Audio Visual . . . . . _____
0420—Health . . . . . _____
0250—Other . . . . . _____

b. Total, Instruction Supplies _____

TRAVEL BY STAFF PERSONNEL:

0250—Supervisory . . . . . _____
0420—Nurse . . . . . _____

c. Total, Travel _____

MAINTENANCE:

0820—Insurance . . . . . _____
0650—Janitoral Supplies . . . . . _____
0640—Utilities . . . . . _____
0650—Other . . . . . _____

d. Total, Maintenance _____

Total, CU and SU Budget Services (a+b+c+d) _____ X

Expenditures Report (continued)

SCHOOL LUNCH

Approved cost estimate amount: $(_____)

EXPENDITURES:

Salaries

Position	Name	Daily Salary	No. Days	Amount Paid
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

1721—Total, School Lunch Salaries . . . . . _____ (e)
1722—Food and Milk . . . . . Total _____
1725—Utilities . . . . . Total _____
1725—Incidentals . . . . . Total _____
Total, Food, etc. _____ (f)

Total, Expenditures (e+f) _____ (g)

RECEIPTS

	No. Meals	Amount
1712.1—Pupils	_____	_____
1712.1—Adults	_____	_____
1711.2—Federal cash subsidy		_____

1712—Total, Cash Receipts _____ (h)

1711.1—Net Cost (g minus h) _____ Y

Total no. meals _____
No. Free meals _____
No. Paid meals _____

Percent free meals _____
Percent paid meals _____
*Food cost per meal _____
Labor cost per meal _____

*cost of special milk excluded

C. TRANSPORTATION

Approved cost estimate amount . . . . . $(_____)
0560—No. miles traveled _____ at _____¢
$510—Bus drivers salaries . . . . . _____

Total, Transportation _____ Z

D. GRAND TOTALS

State Board approved total cost estimate (_____)
(from "Agreement and Cost Estimate" form)

Expenditures Net Grand Total (X+Y+Z) _____

Submitted by _____

Date _____

SPECIAL TERM
PRINCIPAL'S REPORT

School District No._____ County_____ Building

For Special Term beginning_____ 19____ ending_____ 19____

A. STATISTICAL SUMMARY
(Show hereon sum totals of data on teachers' summary reports, pp. 11-12, "Colorado Teachers Register, Special Terms for Migratory Children")

ITEM	Grades									
	K	1	2	3	4	5	6	7	8	Total
1. No. of days taught										
2. Original Entries (E's) (Total)										
Boys										
Girls										
3. Re-entries (R's) (Total)										
Boys										
Girls										
4. Withdrawals (W's) (Total)										
Boys										
Girls										
5. Membership (2+3—4)										
6. Aggregate Days Attendance:										
A. Not-transported pupils										
B. Transported pupils										
C. Boys										
D. Girls										
E. Total (A+B=C+D)										
7. Aggregate Days Absence:										
A. Not-transported pupils										
B. Transported pupils										
C. Boys										
D. Girls										
E. Total (A+B=C+D)										

Special Term Principal's Report (continued)

ITEM	Grades									
	K	1	2	3	4	5	6	7	8	Total
8. Aggregate Days Membership:										
A. Not-transported pupils										
B. Transported pupils										
C. Boys										
D. Girls										
E. Total (A+B=C+D)										
9. Average Daily Attendance:										
A. Not-transported pupils										
B. Transported pupils										
C. All pupils (A+B=D+E)										
D. Boys										
E. Girls										
F. A.D.A. (6E ÷ Item 1)										
10. Average Daily Membership:										
A. Not-transported pupils										
B. Transported pupils										
C. All pupils (A+B=D+E)										
D. Boys										
E. Girls										
F. A.D.M. (6E ÷ Item 1)										
11. Times Tardy										

A. REASONS FOR LATE ENTRANCES, ABSENCES, AND WITHDRAWALS
(From Registers, p. 12)

REASON	Reason for Late Entrance	Reason for Absence		Reason for Withdrawal
	No. pupils	No. pupils	No. days	No. pupils
Illness				
Work				
No transportation				
Trouble in family				
Truancy				
Move here lately				
Moved away				
Other (list):				

C. ADVANCED AND RETARDED PUPILS
(From Registers, p. 13)

Grade	No. in Grade	Advanced				Normal		Retarded													
		2 yrs.		1 yr.				1 yr.		2 yrs.		3 yrs.		4 yrs.		5 yrs.		6 yrs.		7 yrs.	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Total No.																					
Percent Total			%			%															

D. CAUSES OF RETARDATION
(Sum of estimates of entire staff. Rank in order of estimated importance)

Rank	Cause
	Transiency
	Started school at late age
	Frequently works
	Lack of interest
	Lack of ability
	Lack of application

Rank	Cause
	Physical condition
	Cares for younger children
	Other (list)

Special Term Principal's Report (continued)

E. NUMBER OF CHILDREN ENROLLED—BY AGE
(From Col. 4, p. 3 and p. 7 of Register)

Age	4	5	6	7	8	9	10	11	12	13	14	15	16
Boys													
Girls													
Total													

F. GENERAL DATA

Question	No.
No. of visits by school people	
No. of other visitors	
Was flag displayed according to law	
No. of cases of corporal punishment	
No. of cases of suspension	
No. of cases of expulsion	

G. GENERAL WRITTEN REPORT

Write an objective account of the term activities including subjects presented, nature of the children, programs offered, summary of testing program and achievement of children, recommendations for next year.

(Use separate sheets)

Principal's Report form prepared by Migrant Education Research Project, Colorado Department of Education in cooperation with the U.S. Office of Education.